

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*

Date: February 24, 2014

Time: 4:00 p.m.

Location: Washington Square Branch Library Community Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James VanderRoest

Absent: None

**CALL TO ORDER:**

President TenBrink called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

A. Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority

Recommendation: Director Rohrbaugh recommended approval of the "Resolution to Exempt Taxes from Capture by the Corridor Improvement Authority" for Oshtemo Township.

Executive Summary: At the January Board meeting, the decision was made to opt out of the proposed Corridor Improvement Plan proposed for Oshtemo Township. The resolution is the official action to inform the township of the decision. Upon Board adoption, the resolution would be conveyed to the township by March 15, the end of the 60-day period window for objections.

Discussion: Director Rohrbaugh said this resolution should not be a surprise following the discussion at the January 27, 2014 Board Meeting.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE "RESOLUTION TO EXEMPT TAXES DROM CAPTURE BY THE CORRIDOR IMPROVEMENT AUTHORITY" FOR OSHTEMO TOWNSHIP.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; B. Caple – yes; F. Brown – yes; R. Brown – yes; J. Vander Roest – yes; C. TenBrink – yes

MOTION CARRIED: 7-0

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**III. CONSENT CALENDAR**

- A. *Minutes of the Board Meeting of January 27, 2014*
- B. *Personnel Items (none)*

The minutes from the January 27, 2014 Board Meeting were accepted.

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending January 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2013.

Discussion: Director Rohrbaugh said the reports were typical following the seventh month of the fiscal year. J. Vander Roest asked if the million dollar transfer was the library's final bond payment. D. Schiller happily confirmed it was. Director Rohrbaugh thanked J. Vander Roest for drawing attention to this. V. Wright asked for confirmation that Major General and Mrs. Patton were regular donors to the Local History Room. Director Rohrbaugh confirmed they were adding Mrs. Patton was Clarence Miller's daughter, who the local History Room is named after.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2014.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

- A. *Materials Selection Policy*

Recommendation: Director Rohrbaugh recommended the Board approve the revised Materials Selection Policy.

Executive Summary: The library reviews the Materials Selection Policy every five years. This review and revision was led by Michael Cockrell, Head of Adult Services, and involved the librarians who select materials for the collection and the Management Team.

The revision acknowledged the library's priority of "reading, viewing, and listening for pleasure" and includes digital services through a vendor. The policy approved in December 2008 was included for Board member information.

Discussion: Director Rohrbaugh said the revision of the policy had been led by the Head of Adult Services, M. Cockrell, as was typical. She said the policy was heavily revised this year and a section had been added relating to digital services whose collections were not developed by staff at the library. B. Caple asked if there were any major points of contention among staff. M. Cockrell said there had not been. J. Vander Roest asked that future policy revisions be tracked on one document so the Board could more easily compare the recommended changes. Director Rohrbaugh answered usually staff attempted to do this with policy revisions but in this instance the changes were so great it didn't make sense.

MOTION: V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE REVISED MATERIALS SELECTION POLICY.

MOTION CARRIED 7-0.

*B. Handbooks*

Recommendation: Director Rohrbaugh recommended approval of three employee handbooks: Hourly, KPLA and KPLSP, and Supervisory-Technical and Administrative.

Executive Summary: The library's three employee handbooks were completely revised by HR Manager, T. New. Much of the language is the same in all of the handbooks, but some language varies depending upon the employee group. The handbook for KPLA and KPLSP refers to their negotiated agreements where appropriate.

The handbooks were reviewed by the Personnel Committee and came to the full Board with committee support. Upon Board approval, they would be distributed to employees. The plan is to review them at least annually with the expectation that a full rewrite will not be necessary in the foreseeable future.

Discussion: Director Rohrbaugh said T. New deserved a lot of credit for completing this big project. She said the Personnel Committee had reviewed and recommended approval of the three separate handbooks. She said there were significant overlaps but the three were not identical.

B. Caple said the Personnel Committee had reviewed the handbooks and it was clear a lot of time went into making them consistent with contracts and other obligations. Director Rohrbaugh said she thought the handbooks would serve the library well. They would be kept up to date with minor changes as needed but she did not believe another update of this magnitude would be necessary for quite some time. L. Godfrey said well written handbooks were critical and this project showed the value of having a human resources expert at the library. J. Vander Roest said his practice worked quite a bit on handbooks and he thought these were up-to-date and comprehensive adding many companies would be lucky to have handbooks this well done.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE THREE EMPLOYEE HANDBOOKS: HOURLY, KPLA AND KPLSP, AND SUPERVISORY-TECHNICAL AND ADMINISTRATIVE.

MOTION CARRIED 7-0.

REPORTS:

*C. Washington Square Branch Update – Nancy Stern and Alex Hudson*

Report: Director Rohrbaugh introduced N. Stern saying she would give an update on the Washington Square Branch. N. Stern said the library building was built and opened as a library in 1927. She said times had changed but the Washington Square Branch's staff dedication had not. N. Stern showed Board members a presentation highlighting circulation statistics and partnerships with local organizations.

N. Stern introduced A. Hudson who began talking about the LEAN event taking place at the Washington Square Branch. He explained the event expanded beyond the original parameters of the circulation desk and staff office into the adult section. A. Hudson showed before and after pictures of the LEAN event explaining how and why materials were moving to different areas of the library and what the benefit of these moves meant for the staff and patrons. K.

King explained the improved sightlines throughout the adult area from the circulation desk. Many of the changes in the adult area were the result of having holds moved out from the back office for self pick-up. The team working on the LEAN event was able to come up with huge space saving changes for the magazine collection and create a comfortable new reading area near the windows. K. King reminded Board members a tour of the space would be given following the meeting.

Disposition: Trustees thanked N. Stern and A. Hudson for their report.

*D. Legislative Report – Diane Schiller*

Report: D. Schiller said much of the discussion in Lansing was currently focused on the budget. She said a Personal Property Tax compromise was soon to be introduced in the Senate that would guarantee 100% reimbursement to local units of government. She said legislators hoped to have this pass by the end of April because it affected language on the August ballot which was due by the end of April. She also said there had been a slight budget surplus and the legislature was trying to decide whether to reduce income taxes or fix roads with the money.

Discussion: R. Brown asked why there was the sudden push for 100% reimbursement to local units of government. D. Schiller said lobbyists had been successful in convincing the legislature to return to the table to discuss a compromise. R. Brown asked what was on the August ballot that required passage of this compromise by the end of April. D. Schiller said the referendum to reimburse Personal Property Tax loss with the Use Tax would be on the August ballot. J. Vander Roest said this would be a dedication and required a referendum on the ballot.

Disposition: Trustees thanked D. Schiller for her report.

**VI. COMMITTEE REPORTS**

A. *Finance and Budget Committee*—J. VanderRoest said the committee had not met but as treasurer he had reviewed the RFP for the audit D. Schiller would be getting out in the near future. Director Rohrbaugh said the hope was to have a recommendation for an audit firm for the April Board meeting. R. Brown asked if this process was being undertaken as due diligence. J. Vander Roest said the Business Office requests bids for the audit every five years.

B. *Personnel Committee*—B. Caple said the Personnel Committee had met to review the handbooks approved earlier in the meeting.

C. *Fund Development and Allocations Committee*—no meeting.

D. *Director’s Building Advisory Committee*—no meeting.

**VII. OTHER BUSINESS**

*A. Director’s Report*

Report: Director Rohrbaugh asked V. Wright to give an update on the Citizen’s Committee for the library’s millage campaign. V. Wright said the committee was efficient and on task. V. Wright explained the different teams and what they were charged with.

The Messaging Team has come up with taglines for the campaign and updated information from the 2009 millage renewal to share with the community. She said the Graphics Team took this information and came up with a design. There is also a Volunteers Team gathering testimonials and organizing volunteers for phone banks and community garage sales, and a Social Media Team which will work on the campaign's web presence.

Discussion: L. Godfrey said the graphics looked really nice. V. Wright said a new committee member was Erin Knott who provided data on the effectiveness of robocalls. She said the voice behind the calls needed to be someone positive and recognizable from the community. L. Godfrey said the calls would essentially be a reminder to community members to vote. F. Brown confirmed the information regarding who to contact was not extracted from the patron database. L. Godfrey said this was illegal and the library would not be using the patron database. The lists of people they contact will be developed from voter lists.

Report: Director Rohrbaugh drew attention to item two and the grant from the Kalamazoo Community Foundation providing funding for Family Place Library toys. She also highlighted the Early Childhood Literacy calendars being distributed by the library. President TenBrink asked if copies were still available. S. Warner said N. Stern might still have some copies at the branch. Director Rohrbaugh said the library had few copies left since they were trying to get them distributed to children before too far into the new year. Director Rohrbaugh said One Point of Service training would begin on Tuesday February 25<sup>th</sup> for staff and the Board would have a report on this initiative at the next meeting.

Discussion: L. Godfrey asked Teen Librarian S. Fritz, who was sitting in the audience, if he would be willing to give an update on the Teen Film Fest. S. Fritz obliged saying the 11<sup>th</sup> Annual Teen Film Fest had been held on February 23<sup>rd</sup> and about 400 people had attended the event at the State Theater to view the 24 selected films. He said there were many repeat directors from previous years and most participants were from Kalamazoo County. He explained all the films would soon be up on YouTube and showed the film which was awarded the People's Choice and Judge's Choice awards titled *The Worst Christmas*. He also remarked that nearly two thirds of the directors this year were female.

Disposition: Trustees thanked V. Wright, Director Rohrbaugh, and S. Fritz for the report and updates.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- V. Wright told Trustees about a "Reading Together Moment" she had recently had when interviewing a candidate for a position at work. She explained the candidate was a self-declared foodie and excited to move to the Kalamazoo area for the local food scene. She said this became the perfect lead-in to give him a pamphlet and invite him to attend this year's Reading Together events. She said this was a fun opportunity.
- F. Brown shared information about a possible outdoor film fest to be held in the Kalamazoo area in the summer months. He also said he was glad to see K. King going to the upcoming PLA Conference and asked if the library would be sending a carload of

people. Director Rohrbaugh said the library was sending a number of staff members to PLA.

- J. Vander Roest told Board members his father had watched the Washington Square Branch being built back in 1927. He then drew attention to item nineteen on the Director's Report saying in the future the Social Activities Committee should invite Trustees to events like this. He also thanked Board members and staff for their cards and kind wishes after the sudden passing of his brother.
- President TenBrink said she had attended a session on "1-2-3, Play with Me" at Central Library and it was an interesting and rewarding experience. She hoped many of these families would become regular attendees to storytime and other children's events at the library. She also said she was looking forward to Tracie McMillan's upcoming author visit and asked whether the library would be participating in the upcoming Art Hop as a part of Reading Together. M. Cockrell said the library would be collaborating with MLive for the next Art Hop.

**X. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 4:56 P.M.

**X**\_\_\_\_\_  
Robert Brown  
Secretary